



**Paperless Legals**

As Transfer Agent, Virtus Shareholder Services relies on the **STAMP 2000 Medallion guaranteed signature** of the shareholder or his/her agent(s) to process certain requests. Virtus uses signature guarantees to protect shareholder accounts from unauthorized transactions. A STAMP 2000 Medallion signature guarantee is available from various financial institutions which are listed below. When a signature is Medallion guaranteed on the request, the guaranteeing financial institution makes certain warranties upon which the transfer agent can rely:

- The signature is genuine;
- The signer is an appropriate person to endorse or originate the instruction;
- If the signature is the capacity as agent, the signatory has actual authority to act on behalf of the appropriate person; and
- The signer has legal capacity to sign.

Supporting legal documentation (Death Certificates, Trusts, Powers of Attorney, Letters Testamentary or other court appointment of executor, administrator or guardian, Affidavit of Domicile, Birth Certificates and Corporate Resolutions) must be presented to and maintained by the guarantor institution, which financially backs the transaction in the event of fraudulent activity. Supporting legal documentation (as outlined above) which accompanies a transfer request to Virtus will not be reviewed or returned.

Certain documentation is required by Virtus to accompany the request and will be reviewed:

- Court Orders
- Affidavit of Lost Certificate(s)
- W-9 forms for transfers
- Tax Waivers for deceased shareholders in the following waiver states: Indiana; Ohio; Oklahoma; New Jersey\*; Pennsylvania\*; Puerto Rico; Rhode Island\* & Tennessee

\*These states only require Tax Waivers in certain circumstances; call our Customer Service toll free at 1-800-243-1574 to determine if one will be required.

**When is a Signature Guarantee required?**

You will need to provide a signature guarantee if you are requesting any of the transactions as listed below. Please note there may be other situations when a signature guarantee is required. To confirm if one is needed you may contact our Mutual Fund Service Department toll free at 1-800-243-1574.

- Redemptions:
  - ✓ Requests over \$50,000.00
  - ✓ Requests made payable to someone other than the registered shareholder
  - ✓ Requests sending the check to an address other than the address on our records
  - ✓ Requests to wire funds to a bank other than the banking instructions on our records
  - ✓ Requests in which the address of record as been changed within 30 days
- Transfers:
  - ✓ Requests to transfer shares to an account with a different registration

**What is a STAMP 2000 Medallion Signature Guarantee and how do they work?**

The guarantees are based on the dollar amounts of the transaction. If the surety bond of the guarantee is less than the amount of the transaction(s) your request will be rejected. There is an identification number with a letter prefix on each medallion that indicates the dollar amount covered by the guarantor. The amount of the coverage provided with the corresponding prefix is listed below:

<u>Letter Prefix</u>	<u>Coverage Amount</u>
X	\$2,000,000.00 (or more)
A	\$1,000,000.00
B	\$750,000.00
C	\$500,000.00
D	\$250,000.00
E	\$100,000.00
F (Credit Unions)	\$100,000.00

### Where can you get a Signature Guarantee?

Virtus only accepts original STAMP 2000 Medallion Signature Guarantees. Photocopies and facsimiles will not be accepted. These may be obtained from Credit Unions; Domestic Banks; Trust Companies; National securities exchanges; Registered securities exchanges; Savings associations; Broker/Dealers; Clearing agencies and Municipal securities broker/dealers. A notarization will not be accepted in lieu of the medallion stamp.

### When are Signature Validation Program Stamps acceptable?

- Certain Non-Financial Transactions:
  - ✓ Requests to add telephone redemption capabilities
  - ✓ Requests to change existing or add new banking information to an account for redemptions

### What is a Signature Validation Program (SVP) Stamp, how do they work and where can you get one?

Signature Validation Program Stamps are used for non-securities transactions. A non-securities transaction is defined as any commercial transaction that does not pertain to a sale, assignment, transfer or redemption of a security. A single Corporate Surety Bond with a single limit of \$100,000 per occurrence/\$200,000 in the aggregate stands behind the non-securities transaction signature validation. These stamps may be obtained from Credit Unions; Domestic Banks; Trust Companies; National securities exchanges; Registered securities exchanges; Savings associations; Broker/Dealers; Clearing agencies and Municipal securities broker/dealers. If you cannot obtain a Signature Validation Program Stamp, we will accept a STAMP 2000 Medallion Signature Guarantee in lieu of it. Virtus only accepts original SVP stamps. Photocopies and facsimiles will not be accepted.